

STATE OF NEVADA MILITARY DEPARTMENT  
OFFICE OF THE ADJUTANT GENERAL  
2460 FAIRVIEW DRIVE  
CARSON CITY, NV 89701-6807

NVMD-LOG # 05-03

NVMD-PA-Z

5 January 2005

MEMORANDUM FOR All Units and Activities, Nevada Army National Guard

SUBJECT: Award Processing

1. Effective immediately, LOG Letter #01-05, dated 3 August 2001, subject as above, is **RESCINDED**.
2. Reference NMD Pam 600-8-22, Nevada Military Department Award's Program, section 1-8, dated 1 May 1999.
3. Award citations require at least **45 days** to be processed through the chain of command. Although in recent situations awards have been processed in far less time, commanders, however, are cautioned that they must not rely on this occurring consistently. Therefore, battalions must plan accordingly so that award recommendations are administrated in a timely basis and in the correct format.
3. In addition, any State of Nevada award higher than the State Commendation Medal requires the Governor's signature. Consequently, this requirement can add significant time to the 45-day rule.
4. When writing award recommendations on DA Form 638, Part III, section 20, Achievements, short concise bullet statements that clearly articulate the event/action being recognized is acceptable. For example: *Soldier enhanced retention within his company by 35%* versus *Soldier did a good job working retention program*. Quantifiable achievements are always acceptable and preferred. Please do not fax or scan DA Form 638s and originals should be done front to back on a single sheet of paper.
5. Battalion commanders can approve and impact awards up to the Army Achievement Medal. Only an O6 level commander can impact Army Commendation Medals. Impact awards must be followed up with the appropriate DA Form 638 within 30 days of the award.
6. Point of contact for this issue is Mary Leaming, (775) 887-7330.

FOR THE ADJUTANT GENERAL:

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